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**AMENDMENT TO THE ABZA BYLAWS NOTICE  
TO INTERESTED PARTIES FORMS: LETTERS  
& WRITTEN COMMUNICATION**

**STAFF REPORT  
January 16, 2014**

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**Amendment to the ABZA Bylaws**

**PROCEDURE-HEARING: LETTERS & WRITTEN COMMUNICATION**

**Staff Report**  
**January 16, 2014**

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**PROPOSAL:**

All forms that make up a complete filing are included as part of the BZA By laws; in order to amend the forms, we must also change the by laws. This amendment results from last month's addition to the by laws regarding written communication and involves the Notice to Interested Parties forms for a special exception and variance. The language of the by law amendment has been inserted into the body of the notice notifying interested parties about the new requirements when submitting letters and written communication to the Board.

Included with this staff report are the old versions of the notices as well as the proposed versions with additions in red.

**RECOMMENDATION:**

Approval

The Area Board of Zoning Appeals  
County Office Building  
20 N. 3rd Street Lafayette, IN 47901  
(765) 423-9242

**NOTICE TO INTERESTED PARTIES**  
**Special Exception**

Notice is hereby given that the Area Board of Zoning Appeals of Tippecanoe County, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at **7:00 PM in the County Office Building, 20 N. 3rd Street, Lafayette, Indiana**, will hold a public hearing on a Special Exception from the Unified Zoning Ordinance of Tippecanoe County, Indiana.

The property involved in the proposed request is within 100 feet of, or across a street from your property and is located at:

\_\_\_\_\_  
(Street address or common description of the property)

The proposed special exception involves \_\_\_\_\_

\_\_\_\_\_  
for the following real estate, to wit:

Instead of speaking at the public hearing, written suggestions or objections to the provisions of said proposal may be filed with the Secretary of the above named Board or Division at, or before, such meeting and will be heard by the Tippecanoe County Area Board of Zoning Appeals at the time and place designated.

Interested persons desiring to present their views on the proposed special exception, either in writing or verbally, will be given the opportunity to be heard at the above time and place.

**Said hearing may be continued from time to time as may be necessary. Please check the APC website at <http://www.tippecanoe.in.gov/apc> or call the office at (765) 423-9242 to find out if a case has been continued.**

\_\_\_\_\_  
(Petitioner)

\_\_\_\_\_  
(Petitioner)

The Area Board of Zoning Appeals  
 County Office Building  
 20 N. 3rd Street  
 Lafayette, IN 47901  
 (765) 423-9242

## NOTICE TO INTERESTED PARTIES

Notice is hereby given that the Area Board of Zoning Appeals of Tippecanoe County, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at **7:00 PM in the County Office Building, 20 N. 3rd Street, Lafayette, Indiana**, will hold a public hearing on a Special Exception from the Unified Zoning Ordinance of Tippecanoe County, Indiana.

The property involved in the proposed request is within 100 feet of, or across a street from yours and is located at:

\_\_\_\_\_  
 (Street address or common description of the property)

The proposed special exception involves \_\_\_\_\_

\_\_\_\_\_

for the following real estate, to wit: \_\_\_\_\_

Instead of speaking at the public hearing, letters and written communications mailed, hand delivered, faxed or emails to the Office of the Board in advance of the hearing are intended for persons unable to attend the hearing themselves. For letters to qualify to be entered into the record they must be 1) signed regardless of delivery method, 2) include the signer's address, 3) received no later than noon on the day of the hearing, and 4) be no longer than two pages, 11 point font size, double spaced with 1" margin. Letters sent to the office of the Board that qualify to be entered in the record will be read by staff, and once received, the letter shall not be withdrawn. Once a letter is read at a meeting, it is part of the record. The writer is not permitted to speak or submit another letter, even at a subsequent meeting resulting from either an inconclusive vote or continuance, having originally chosen to submit a letter. Should the author be present at the meeting he or she will not be permitted to speak, having elected instead to present views in writing. This rule shall apply to any written material on which four or fewer signatures appear, or any petition of more than 300 words filed by the noon deadline. Any petition presented after the noon deadline or during the hearing shall not be read into the record by staff, but may be passed onto the members.

Said hearing may be continued from time to time as necessary. Please check the APC website at <http://www.tippecanoe.in.gov/apc> or call the office at (765) 423-9242 to find out if a case has been continued.

\_\_\_\_\_  
 (Petitioner)

The Area Board of Zoning Appeals  
County Office Building  
20 N. 3rd Street Lafayette, IN 47901  
(765) 423-9242

**NOTICE TO INTERESTED PARTIES**  
**Variance**

Notice is hereby given that the Area Board of Zoning Appeals of Tippecanoe County, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at **7:00 PM in the County Office Building, 20 N. 3rd Street, Lafayette, Indiana**, will hold a public hearing on a Variance from the Unified Zoning Ordinance of Tippecanoe County, Indiana.

The property involved in the proposed request is within 100 feet of, or across a street from your property and is located at:

\_\_\_\_\_  
(Street address or common description of the property)

The proposed variance would permit \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for the following real estate, to wit:

Instead of speaking at the public hearing, written suggestions or objections to the provisions of said proposal may be filed with the Secretary of the above named Board or Division at, or before, such meeting and will be heard by the Tippecanoe County Area Board of Zoning Appeals at the time and place designated.

Interested persons desiring to present their views on the proposed variance, either in writing or verbally, will be given the opportunity to be heard at the above time and place.

**Said hearing may be continued from time to time as may be necessary. Please check the APC website at <http://www.tippecanoe.in.gov/apc> or call the office at (765) 423-9242 to find out if a case has been continued.**

\_\_\_\_\_  
(Petitioner)

\_\_\_\_\_  
(Petitioner)

The Area Board of Zoning Appeals  
 County Office Building  
 20 N. 3rd Street Lafayette, IN 47901  
 (765) 423-9242

## NOTICE TO INTERESTED PARTIES

Notice is hereby given that the Area Board of Zoning Appeals of Tippecanoe County, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at **7:00 PM in the County Office Building, 20 N. 3rd Street, Lafayette, Indiana**, will hold a public hearing on a Variance from the Unified Zoning Ordinance of Tippecanoe County, Indiana.

The property involved in the proposed request is within 100 feet of, or across a street from yours and is located at:

\_\_\_\_\_  
 (Street address or common description of the property)

The proposed variance would permit \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

for the following real estate, to wit: \_\_\_\_\_

Instead of speaking at the public hearing, letters and written communications mailed, hand delivered, faxed or emails to the Office of the Board in advance of the hearing are intended for persons unable to attend the hearing themselves. For letters to qualify to be entered into the record they must be 1) signed regardless of delivery method, 2) include the signer's address, 3) received no later than noon on the day of the hearing, and 4) be no longer than two pages, 11 point font size, double spaced with 1" margin. Letters sent to the office of the Board that qualify to be entered in the record will be read by staff, and once received, the letter shall not be withdrawn. Once a letter is read at a meeting, it is part of the record. The writer is not permitted to speak or submit another letter, even at a subsequent meeting resulting from either an inconclusive vote or continuance, having originally chosen to submit a letter. Should the author be present at the meeting he or she will not be permitted to speak, having elected instead to present views in writing. This rule shall apply to any written material on which four or fewer signatures appear, or any petition of more than 300 words filed by the noon deadline. Any petition presented after the noon deadline or during the hearing shall not be read into the record by staff, but may be passed onto the members.

Said hearing may be continued from time to time as necessary. Please check the APC website at <http://www.tippecanoe.in.gov/apc> or call the office at (765) 423-9242 to find out if a case has been continued.

\_\_\_\_\_  
 (Petitioner)